

DATE: April 9, 2004

TO: Region Engineers
Region Delivery Engineers
TSC Managers
Resident/Project Engineers
Region Construction Engineers

FROM: Larry E. Tibbits
Chief Operations Officer

John C. Friend
Engineer of Delivery

SUBJECT: Bureau of Highway Instructional Memorandum 2004-13
Procedures for Performance Demonstration for Construction Technicians

Below are the steps to take for a performance demonstration if you believe the recommended candidate may qualify for a Construction Tech 9 or E10 level. **Please note: The demonstration must be administered before the candidate is hired.**

1. Hiring manager requests approval for a performance demonstration from the region engineer.
2. Region personnel liaison submits recommended candidates application to OHR to determine if applicant qualifies for higher level.
3. Upon approval from Civil Service and notification from OHR (to the personnel liaison) that the applicant qualifies for higher level, the hiring manager informs the candidate that they qualify and must pass a performance demonstration. If the candidate does not qualify for a higher level, they will receive a letter from Civil Service informing them of the appropriate procedure to appeal this decision.
4. The hiring manager must contact the Construction and Technology Support Area's Technical Training Office for the materials used for the performance demonstration. Materials will consist of a performance demonstration test (panel's copy will reference which work elements each question demonstrates), plans and work element checklist.
5. The region field/delivery engineer will create a Work Element Experience Evaluation Team consisting, at a minimum: Region field/delivery engineer (chair), CT 12 from the hiring office, another construction related person from a different TSC (CT11, CT12,

EML 14 or TE 12 with construction experience). This team will operate with the same authority as the Region Work Element Review Panel and should contain a member of the Work Element Review Panel. The team make up may change depending on the location of the vacancy; however, the region field/delivery engineer needs to attend and chair the demonstration. The demonstration must be accomplished within 10 to 15 days upon notice of Civil Service approval from OHR. If the region field/delivery engineer is not available within this time frame, the region engineer may delegate an alternate chairperson.

6. The demonstration should be limited to three hours and be administered at the sole discretion of the region engineer.
7. The demonstration will be a combination of written, oral and field demonstration problems. Demonstration topics will include (at a minimum) the following: Interpreting/reading plans, bituminous paving procedures and calculations, aggregate and density principals, environmental knowledge, earthwork computations, survey proficiency, concrete testing proficiency, and verbal and written communications. During the demonstration the candidate will be provided with all reference material and be allowed to use it at any time.
8. Using the work elements checklist form, the panel will determine which work elements the candidate has demonstrated and mark them complete. This form will assist the panel determining if the candidate is eligible for the 9 or E10 Construction Technician level.
9. When the demonstration is completed, the hiring manager notifies the region personnel liaison, who will then contact their OHR analyst with the recommended candidate's test result. OHR should also receive a copy of the demonstration results for the selection folder. All materials used in the demonstration will be returned to C&T's Technical Training Office, along with a completed work element checklist.

If you have any questions regarding these procedures, please contact the Construction and Technology's Technical Training Office at 517-322-1741.

Chief Operations Officer

Engineer of Delivery

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